

Medical Research Scientist

Public Health Administrative Management Assistant

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Administrative Associate (T)

Administrative Associate

Receptionist

Program Development Specialist (T)

Program Development Specialist

FSN#2011/33

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: April 29, 2011

CLOSING DATE: May 5, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)
Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Nakhorn Phanom.

BASIC FUNCTION OF POSITION:

Serves as the Surveillance and Research Coordinator for activities conducted by the International Emerging Infections Program (IEIP). The incumbent is responsible for performing a variety of tasks in designing, implementing, coordinating and analyzing research and surveillance activities on infectious diseases conducted by CDC/IEIP in Nakhon Phanom province.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Master’s level degree in public health, biomedical or science related field with at least three years experience in public health or research; (2) Three years in public health or research, or related field, managing and coordinating health programs; (3) Experience in disease surveillance or epidemiological research methods and procedures, and able to identify departure from research study protocols and to develop detailed methods not specified in protocols where indicated; (4) Level IV (Fluent) speaking/reading/ writing Thai and English; (5) Must have standard knowledge of computer software packages including word processing, spreadsheets, e-mail, graphics.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT
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CLOSING DATE FOR THE POSITION: MAY 5, 2011

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FSN#2011/46

Public Health Administrative Management Assistant

OPEN TO: All Interested Candidates

POSITION: Public Health Administrative Management Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: April 29, 2011

CLOSING DATE: May 12, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Public Health Administrative Management Assistant in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

The incumbent oversees the day-to-day management, administrative, financial, office operations and program coordination functions in support of a broad range of agency-funded HIV/AIDS program activities that are implemented by the GAP Thailand/Asian Regional Office (ARO). Job holder has administrative management responsibilities for providing support to the Deputy Director for the GAP Thailand ARO. This is done through direct supervision and management oversight of a team of two FSN budget administrative staff (Program Management Assistants – PMAs) and coordination with technical staff and key partners, both domestically and globally. The work portfolio will include responsibilities in the area of finance, procurement, cooperative agreement management, training/meeting/site visit coordination and logistics. Job holder participates fully in the planning and coordination of budget and financial activities that support the President's Emergency Plan for AIDS Relief (PEPFAR).

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in public health, social science, public administration, business administration, management or finance; (2) A minimum of 3 years experience of progressively responsible administrative experience, in a health field, international development agency, or government agency or related field; (3) Level IV (Fluent) speaking/reading/ writing Thai and English; (4) Have thorough knowledge of administrative procedures, regulations and requirements; (5) Must have standard knowledge of computer software packages including word processing, spreadsheets, e-mail, graphics and the statistical packages.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: MAY 12, 2011

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FSN#2011/48 (T)

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-6; FP-8, Trainee

OPENING DATE: April 29, 2011

CLOSING DATE: May 12, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Accounting, Finance, or related field; (2) Six months of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and

financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: MAY 12, 2011

FSN#2011/48

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7

OPENING DATE: April 29, 2011

CLOSING DATE: May 12, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 34,324 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 480,003 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Business Administration, Accounting, Finance, or related field; (2) One year of progressively experience responsible work in financial management support; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must possess working knowledge of automated accounting and financial management concept; (5) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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FSN#2011/49 (T)

Administrative Associate

OPEN TO: All Interested Candidate

POSITION: Administrative Associate, FSN-5; FP-9, Trainee

OPENING DATE: April 29, 2011

CLOSING DATE: May 12, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 27,431 per annum (minimum starting salary)
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 324,136 per annum (minimum starting salary)
(Position Grade: FSN-5)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The position primarily provides administrative support to the routine activities of Post Support Unit and its personnel. Duties include generating monthly statistical reports for performance measure purpose; maintaining central files systems; monitoring mailbox to ensure all requests are appropriately responded in a timely fashion and performing T&A function for PSU Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Arts, Business Administration, or related field; (2) One year of progressively experience responsible work in office management or administrative support; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Possess extensive knowledge of office management and administrative support procedures; (5) Must be familiar with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: MAY 12, 2011

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FSN#2011/49

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6; FP-8

OPENING DATE: April 29, 2011

CLOSING DATE: May 12, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The position primarily provides administrative support to the routine activities of Post Support Unit and its personnel. Duties include generating monthly statistical reports for performance measure purpose; maintaining central files systems; monitoring mailbox to ensure all requests are appropriately responded in a timely fashion and performing T&A function for PSU Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Arts, Business Administration, or related field; (2) Two years of progressively experience responsible work in office management or administrative support; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Possess extensive knowledge of office management and administrative support procedures; (5) Must be familiar with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: MAY 12, 2011

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FSN#2011/45

Receptionist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Receptionist, FSN-4

OPENING DATE: April 22, 1022

CLOSING DATE: May 5, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/Executive Office (EXO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the receptionist and first point of contact for telephone inquiries and office visitors. Duties include answering incoming calls, welcoming visitors, and directing them to appropriate staff and/or taking complete and accurate messages; maintaining correspondence logs; preparing reports and contact information into the database system; and assisting with support activities for special events, conferences and training programs.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school; (2) Three years experience in an office setting in an English-speaking environment; (3) Level III (Good general working experience) speaking/reading/writing in English and Level IV (Fluent) in Thai; (4) Must possess a strong oral communication skills and effective team work skills; (5) Must be familiar with basic software applications i.e. MS Office: Excel, Word, Power Point, Outlook.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: MAY 5, 2011

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FSN#2010/123 (T)

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-11 (Trainee)

OPENING DATE: April 22, 2011

CLOSING DATE: May 5, 2011

(This is a re-advertisement of announcement from January 6, 2011. Applications previously received will also be considered)

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of five years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: MAY 5, 2011

FSN#2010/123

Program Development Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Program Development Specialist, FSN-12

OPENING DATE: April 22, 2011

CLOSING DATE: May 5, 2011

(This is a re-advertisement of announcement from January 6, 2011. Applications previously received will also be considered)

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of six years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation and/or program management; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and

forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; **(5)** Must possess excellent communication skills (both written and verbal) and strong presentation skills; **(6)** Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

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CLOSING DATE FOR THE POSITION: MAY 5, 2011

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